



Department of Medical Assistance Services  
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[www.dmas.state.va.us](http://www.dmas.state.va.us)

# MEDICAID PROVIDER MANUAL UPDATE

TO: All Consumer-Directed Personal Attendant Services providers participating in the Virginia Medical Assistance Program, Managed Care Organizations providing services to Virginia Medicaid recipients, and all holders of the *Consumer-Directed Personal Attendant Services* waiver Medicaid provider manual

FROM: Patrick W. Finnerty, Director  
Department of Medical Assistance Services

SUBJECT: *Consumer-Directed Personal Attendant Services Manual*

UPDATE: CDPAS-01-03

DATE: 6/16/2003

The purpose of this memorandum is to notify you of the issuance of the first edition of the *Consumer-Directed Personal Attendant Services Manual* (C-DPAS) and to advise you of upcoming changes to the C-DPAS Waiver. Please use the new manual immediately. We suggest that you review this manual carefully as it contains all of the current policies for the provision of and reimbursement for the Medicaid services you provide.

The following is a list of upcoming changes to the C-DPAS Waiver that are to be effective on July 1, 2003, but currently, are not included in the manual. These changes will be incorporated in the next manual update, and will include the following amendments:

- (1) if a recipient is incapable of directing his own care, a spouse, parent, adult child, or guardian may direct the care on behalf of the recipient. Supervision of the personal attendant will be furnished directly by the recipient and/or the person directing the care for the recipient;
- (2) responsibilities of the CD Services Facilitator include activities such as referring the recipient to his physician or to other community resources if concerns arise regarding a recipient's health, safety, or welfare, and documenting these activities in the recipient's record;
- (3) personal attendants may be members of the recipient's family, not to include a parent or stepparent of a child under 18 years of age, or a recipient's spouse;
- (4) there is no longer an age requirement to be eligible for the waiver; and
- (5) during the first 90 days with a new CD Services Facilitator, the CD Service Facilitator will provide supervision every 30 days to ensure the plan of care is being performed and the recipient, and/or the person directing the care on behalf of the recipient, can effectively handle employer responsibilities associated with managing the personal attendant. After the initial 90 days, the CD

Services Facilitator's supervision of the plan of care will be performed in the recipient's home on an as-needed basis (not to exceed 10 visits per recipient, per calendar year). The reassessment will occur six months after initial entry into the program, and at a minimum every six months thereafter.

### **COPIES OF MANUALS**

DMAS publishes copies of its provider manuals and provider manual up-date transmittals on its website at [www.dmas.state.va.us](http://www.dmas.state.va.us). The provider manuals and transmittals can be viewed on and printed from the website. The transmittals describe the updated materials and manual chapters and pages revised. For a list of updates, click on "up-date transmittals" in the "Provider Manuals" column. If you do not have access to the Internet, or would like a paper copy of a manual, you can order these by contacting Commonwealth-Martin at 804-780-0076. A fee will be charged for the printing and mailing of the manuals and manual updates requested.

### **"HELPLINE"**

The "HELPLINE" is available Monday through Friday from 8:30 a.m. to 4:30 p.m., except State holidays, to answer questions. The "HELPLINE" numbers are:

786-6273	Richmond area
1-800-552-8627	All other areas

Please remember that the "HELPLINE" is for provider use only.